Department of Natural Resources Policy

Subject:	**Computer Hardware and Software Inventory**
Policy Number:	**01:06**
Effective Date:	**July 01, 2001**
Approved: *Sarah J. Taylor Rogers*	**Date:** **8/8/01**

I. Purpose

The purpose of this policy is to define procedures to accurately identify, track, and optimize information technology (IT) resources –specifically hardware, software and supporting equipment. This is necessary to facilitate the life cycle planning of the Department of Natural Resource's (DNR) Technology.

II. Scope

This policy applies to all units within the DNR.

This policy applies to all computer and network hardware (i.e. servers, desktop, notebooks, handheld and peripherals) that exceeds $500 in value and all software (i.e. off the shelf and custom) that requires a paid license.

III. Policy

DNR will maintain an inventory of all hardware and standard software purchased by DNR. Units will maintain an inventory of all non-standard software.

IV. Guidelines

a. Hardware

All computer hardware will be tracked according to DNR's Equipment Inventory policy (#94-10).

In addition Units will provide the information necessary to implement DNR's Computer Hardware Standards (refresh) Policy (# 01-05).

b. Software

Microsoft Office and F-Secure (anti-virus software) will be tracked by the Information Technology Service (ITS). Units will provide ITS with documentation of ownership upon purchase. (I.E. copies of the license)

Units are responsible for providing a complete list of software owned and in use to ITS.

ITS Enterprise Infrastructure Team will track network and server software owned by DNR.

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V. Responsibilities

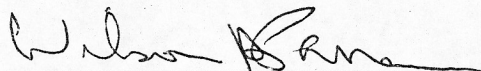It is the responsibility of the Chief of Information Technology to review this policy annually.

It is the responsibility of the Technical Support Manager of Information Technology Service to implement this Policy.

It is the responsibility of the Units to keep the information accurate and timely.

References

ξ Department of Budget and Management, Office of Information Technology – Hardware and Software Inventory Policy #23

ξ Department of Natural Resources Equipment Inventory Policy # 94-10

Wilson Parran
Chief of Information Technology